

APPENDIX D

CHAPTER 370

Contract Claims - Filing Worksheet

A Claim is a written demand for a sum certain, adjustment or interpretation of contract terms, or other relief arising under or relating to the contract. Chapter 70 of the IIBMH provides procedures governing claims for and against the government.

This form is to assist you in your decision to file a claim for damages incurred while your equipment was being used on the _____ Incident. You should review the situation and damages to determine whether they relate to the Loss, Damage, or Destruction Clause of the EERA.

If the damage did not occur due to normal fireline duty wear and tear or negligence of the Contractor or Contractor's agent, you may decide to file a claim for the damage. The following information is required when filing a claim so that it may be processed as quickly as possible.

- 1) Emergency Equipment Rental Agreement Number: _____
- 2) Hiring Agency listed on EERA: _____
- 3) Provide a written detailed description of the events, which led up to and/or caused the damage. Describe the damage, in detail. State the reason(s) you feel the Government should make reimbursement for the damage. This is your statement – sign it and include your printed name, address, phone number, and hiring office.
- 4) Obtain a statement with detailed descriptions of the events which led up to and/or caused the damage, and a description of the actual damages, from your immediate supervisor on the incident, must include name, address, phone number, and home unit of individual.
- 5) Obtain any witness statements, must include name, address, phone number, and home unit of individual.
- 6) Obtain an estimate or receipt for the cost of repair for the damage. There must be a specific dollar amount claimed to constitute an actual claim against the Government.
- 7) Provide any other information you have that will support your claim, or will assist the Government in determining liability for your claim, such as photographs, pre and post-use inspections, etc.
- 8) Submit your claim and any supporting documentation to Finance Section of the Incident, or, if after the Incident, to the jurisdictional, or host agency, of the Incident where the damage occurred. Retain copies of all documentation for yourself.